

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.

C=566-7

PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Howard County Department of Public Works		Bureau of Engineering General Projects Division
Item No.	Description	Retention
1.	<p><u>A/E (Architects/Engineers) File</u></p> <p>A case file containing documents and correspondence related to the program and design stages of general County and fire service administered projects. Some important documents in this file are:</p> <p><u>Standard Form of Agreement with A/E - legal contract between Howard County and the A/E.</u></p> <p>Extension(s) to Agreement</p> <p>Amendment(s) to Agreement</p> <p>Other records maintained in this file are:</p> <p>Conference Minutes A/E Appointment Requests Monthly Progress Schedules Cost Estimate Worksheets Fire Marshall Report Tabulations of Area - Volume - Efficiency Project Description Sheets Correspondence (project-related) Memoranda Etc.</p>	Retain permanently the Agreement and any Extensions and Amendments to it. Retain all other records for twenty (20) years after completion of project; then destroy
2.	<p><u>Project Folder Files</u></p> <p>Consists of memos from each involved Design Division with comments pertaining to the corrections to be made on each submittal of design drawings. A file is maintained by each project administrator for those projects he is supervising.</p>	Retain until project is completed, then destroy

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

8-14-86

Date

Bruce Royner
Signature

Ch./Adm. Svcs.
Title

9/17/86
Date

Edward J. ...
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-566-7

PAGE 2
NO.

Item No.	Description	Retention
3.	<p><u>Contract Plans File</u></p> <p>Final approved design drawings of a project, submitted by the outside consultant or in-house team, which form part of the contract documents.</p>	<p>Retain until reception of as-built tracings on microfilm, then destroy</p>
4.	<p><u>Contract Specifications</u></p> <p>Specifications consist of data complementary to architectural and engineering drawings. This file contains the record copy of contract specifications for each project administered and supervised by the Bureau of Engineering.</p> <p>The contract specifications for a project frequently include addenda - forms of clarification amending or interpreting the Contract Document issued by the architect prior to the receipt of bids.</p> <p>The Contract Specifications together with the Contract Plans are the essential elements of the Contract Documents for a project.</p>	<p>Retain until micro-filmed, then destroy</p>
5.	<p><u>Project-Related Convenience Files</u></p> <p>Duplicates of project-related correspondence, specifications, drawings, equipment brochures, studies, etc., maintained by architects and engineers as their own personal convenience files. The official departmental copies of these records are maintained in the appropriate official files.</p>	<p>Retain until completion of design stage of a project, then destroy</p>